



MEETING MINUTES
CITY OF HUNTINGTON BEACH
FINANCE BOARD
WEDNESDAY, APRIL 8, 2009 AT 6:00 PM
CIVIC CENTER, LOWER LEVEL, ROOM B-8

- 1) **CALL TO ORDER:** At 6:05 PM, Chair Falzon called the meeting to order.
Present: Vice Chair LoGrasso Members: Garcia, Jones, and King
Absent: Member Corkett
Also Present: Jennifer Lampman, Sr. Administrative Analyst, and Carrie Gonzales, Administrative Assistant
- 2) **PUBLIC COMMENTS:**
No public comments were made.
- 3) **APPROVAL OF MEETING MINUTES:**
March 11, 2009 – Member King made a motion to approve the minutes as amended, seconded by Member Jones. The motion was approved 3-2. (Vice Chair LoGrasso and Member Garcia abstained)
- 4) **STAFF REPORTS/BUSINESS ITEMS:**
 - a) **Chairman's Update**
Chair Falzon did not have anything further to discuss that is not already covered on tonight's agenda.
 - b) **Cost Allocation and Fee Study Update**
Jennifer informed the Board that the cost allocation and fee study is still moving forward. All but two departments have given the consultant the information they requested. Staff is working with the two departments to get the information to the consultants. There has not been a date set to give the final version to the City Council.
 - c) **Strategic Plan Update**

Bullet #1 – Jennifer mentioned she spoke with the City Administrator regarding his request of the Board. He informed her that he has asked the City employees for their suggestions and once he receives them, he will give the list to the Board for their review. He would like to have both of the lists merged together and approved.

The Board reviewed their list of potential suggestions from the March 11, 2009 meeting. Below is the updated list:

 1. Outsourcing Beach Operations Services.
 2. Prevailing Wage – Overturn the prevailing wage.
 3. Social Programs – revisit cost/benefit of the programs.
 4. Equipment/Vehicle Maintenance – Combine ALL fleet maintenance by all city divisions. Look into the costs of contract outsourcing for this work to be completed.
 5. Aero Bureau – Look at civilian pilots vs. sworn officers. Take a third helicopter off the budget. Only fly helicopters at night and maybe 24/7 during the three summer months when we have a large amount of people visiting to the city. Consider joint agreement with other cities. Consider outsourcing maintenance.
 6. Plan Check – Evaluate a non-sworn personnel vs. a sworn personnel to perform a plan check reviews.



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7. Outsourcing Maintenance Services –
Street Sweeping
Parks/Tree Maintenance – Partnering with school districts for city landscaping.
Streets Maintenance
Signs Maintenance
Signal Maintenance
Fleet Maintenance
8. What State laws can we take to the City lobbyists for potential reduction of staff time? Additionally, what City ordinances if modified would help departments reduce costs?
9. Evaluate reducing the frequency of street sweeping.
10. Look at conferences, trips, & training budget for each department.
11. Reopen the current MOU's – Understanding the associations would have to agree with City Council to open up their contracts and re-negotiate benefits/wages.
12. Change the MOU of the fire department to reduce staffing on City fire apparatus.
13. Look at the clerical staff within each department – Administrative Assistants, Administrative Secretaries, and Office Assistants.
14. Increase parking prices at the beach for special events.
15. Consider a furlough program.
16. Discontinue the issuance of paper checks.
17. Invoiceless processing for accounts payable.
18. Leverage procurement for prompt payment discounts.
19. Outsource opening mail and processing in the City Treasurer's Department.
20. Evaluate whether the City should charge more for credit card payments to recover bank fees.
21. Use a check reader for checks received at the City Treasurer's Department (Walmart uses these at their registers as an example)
22. Evaluate whether select permits may be purchased on the internet
23. Business license renewal over the internet.
24. Share expense of the crossing guard program with the school districts.
25. Look at the Fire and Police Department sworn vs. non-sworn positions.
26. Evaluate whether the City should be in the business of owning oil wells.



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27. Consider opportunities to reduce overtime in the Fire Department.

28. Reduce staff in the Human Resources department.

29. Two-tier benefits for new hired employees.

Note: CalPERS – Current fiscal impact not felt for a minimum of three years to incur additional \$3 million cost for the next three years out of the General Fund.

Bullet #2 – The Board briefly discussed the current financial policies. They potentially came up with the following:

- Tighten up the definitions on the current policy
- What is considered an emergency?
- Make a rule for the 2nd tier
- Review what other Cities may have

They will review the policies further at the May 13 meeting.

5) OPEN/CLOSED ITEM LIST

There were no changes made to the current open list.

6) COMMENTS FROM BOARD MEMBERS

There were no comments given by the Board members.

ADJOURNMENT

Member Garcia made a motion at 8:45 PM to adjourn the meeting to Wednesday, May 13, 2009, at 6:00 PM, seconded by Vice Chair LoGrasso. The motion was approved 4-0.

Respectfully submitted by:

Jennifer Lampman, Sr. Administrative Analyst
Secretary to the Finance Board